



Democracy Commission Small Grants Program

Application Guidelines and Form

The purpose of the Democracy Commission Small Grants Program is to assist Romanian independent, non-governmental, non-political, non-profit organizations in their efforts to promote democracy.

During 2009, applications which address the following areas are especially encouraged: youth leadership, environmental action and empowerment of disadvantaged groups.

- Project proposals must be in English.
- Maximum amount per grant is \$24,000. Budgets should be in U.S. dollars. All budget items included should be related to project activities.
- Salaries and honoraria should be in accordance to rate of pay and percentage of time spent on project-related activities.
- Maximum period of project is 12 months.
- These are one-time grants. To ensure sustainability, partnerships are encouraged with other NGOs, businesses and local governments.
- All applications must include measurable indicators demonstrating how the project will evaluate its success.
- Organizations may apply via email at: pdgrants@state.gov using the standard application form provided.

Successful applications will focus on projects that include “actions”, for example, youth leadership projects which provide opportunities for youth not just to learn about the qualities of a good leader, but to be given the opportunity through a mentoring program to see and develop leadership skills.

Grantees are expected to submit interim and final reports as well as electronic visual documentation of the project as it proceeds.

American organizations and individuals are not eligible for these grants, including American/Romanian joint ventures that are funded by the American participant. Also non-eligible are projects relating to partisan political activity, charitable activity and humanitarian aid, fund-raising campaigns, commercial projects.

Grant applications are reviewed by the Democracy Commission at the U.S. Embassy in Bucharest, and by officers at the Department of State in Washington, D.C. Proposals are evaluated according to the topic of the project, clearly formulated goals and target groups, and the ability of the applying organization to carry out the project aims. DSG funded projects are listed on the U.S. Embassy website.

DEMOCRACY COMMISSION SMALL GRANTS

Public Affairs Section
U.S. Embassy Bucharest, Romania

APPLICATION FORM

The Application Must Be Submitted in English
Fill Out the Form Completely

Name of the project:

Name of the organization (in English):

Name of the organization (in Romanian):

Address:

Phone and fax numbers; e-mail address:

Represented by (name, title):

Background of the representative (please state the representative's title and background and attach 1 page CVs of the people who will be engaged in the project. *American individuals may not apply*):

Background on the organization (if proposal is approved, you will be requested to send scanned copy of the registration papers. *American organizations are not eligible.*):

Any previous U.S. Government or Democracy Commission Small Grants funding:

Project dates:

Amount requested (in US\$):

Project summary:

Project purpose (what goals will be achieved and how the results will be determined/measured):

Project Justification (please describe the need or problems the project will solve and the target groups):

Project Sustainability:

Detailed description of the project activities:

Project monitoring and evaluation plan (*Indicators of success should go beyond number of participants!*)

Detailed budget (use extra sheets if necessary, please)

(Budget sample. Figures are an example. Please keep main budget categories. You may eliminate the costs not needed in your project. In-kind contribution should be included.)

Budget Categories /detailed cost	Total cost (USD)	Budget requested from U.S. Embassy (USD)	NGO's contribution (USD)	Partners' contribution (USD)
1. PERSONNEL		3,000.00		
1.1. Project coordinator (6 mo x \$300)	1,800.00	1,800.00	0	0
1.2. Project assistants (6 mo x 2 x \$200)	2,400.00	1,200.00	1,200.00	0
1.3. Accountant (6 mo x \$200)	1,200.00	0	1,200.00	0
2. TRAVEL		2,700.00		
2.1. Transportation of participants to/from activities (3 activities x \$150)	450.00	450.00	0	0
2.2. Transportation of project team to/from project activities (12 trips x \$150)	1,800.00	1,800.00	0	0
2.3. Coffee breaks and refreshments for participants in project activities (\$900) ¹	900.00	450.00	0	450.00
3. CONTRACTUAL		6,470.00		
3.1. Accommodation for participants (40 people x 3 nights x \$40)	4,800.00	4,800.00	0	0
3.2. Hall rental (3 x \$500)	1,500.00	0	0	1,500.00
3.3. Printing of booklets, folders (500 pieces x \$2.6)	1,300.00	1,300.00	0	0
3.4. Printing of posters (50 x \$5)	250.00	250.00	0	0
3.5. Printing of banner (1 x \$120)	120	120	0	0
4. SUPPLIES		2,750.00		
4.1. Materials for environment action (40 people x 6 activities x \$5)	1,200.00	0	200.00	1,000.00
4.2. Consumables for project activities (\$1,750)	1,750.00	1,750.00	0	0
4.3. Project equipment (\$1,000)	1,000.00	1,000.00	0	0
4.4. Photo camera (\$300)	300.00	0	300.00	0
5. OTHER DIRECT COSTS		1,400.00		
5.1. Bank fees (\$200)	200.00	200.00	0	0
5.2. Project communication costs (6 mo x \$100)	600.00	600.00	0	0
5.3. Utilities costs during project period (6 mo x \$200) ²	1,200.00	600.00	600.00	0
TOTAL	22,770.00	16,320.00	3,500.00	2,950.00

¹ Democracy Commission funds may not be used for international travel, direct social services, alcohol and entertainment.

² Grant may cover partial cost of office rent and utilities for the duration of the project.

How will you meet the program and financial reporting requirements (e.g., who will prepare the financial report?):

Other sources of support for this project (List partners and contributions, including in-kind contributions of partners and of the applicant organization):

Other organizations you applied to with the same project and status of your application:

City, date

Applicant